



## POSITION DESCRIPTION

### Manager, Adult Education Professional Development Center

#### Summary

The mission of D.C. LEARNs (<http://www.dclearns.org>) is to work with Washington D.C. literacy programs, learners, and supporters to strengthen literacy services, and present a strong, unified voice on the importance of literacy as an investment in the community. D.C. LEARNs currently supports over 70 organizational members providing services to children, families and adults in the District of Columbia.

D.C. LEARNs' **Adult Education Professional Development Center (AEPDC)** is a new citywide training center for adult basic education (ABE), GED, and ESL teachers and tutors based in Washington, D.C. Funded by the District of Columbia State Education Office (SEO) and private donors, the Center design is highly collaborative: partners include the Adult Literacy Resource Center at the Martin Luther King Jr. Memorial Library; the EFF Center for Training and Technical Assistance at the Center for Literacy Studies, University of Tennessee; and a consortium of local adult education centers and trainers. Background information on the project can be found here:

Press Release: <http://www.dclearns.org/documents/pr121206.pdf>

The AEPDC Manager, based at D.C. LEARNs' office in Washington, D.C., reports to the Executive Director of D.C. LEARNs, and is responsible for overall management of the Center, including staff/consultant supervision, oversight of the implementation of the Center goals and objectives, completion of all deliverables, establishment of good project-wide communication, management of the advisory board, compliance with all reporting requirements, and administration of the project budget. This is a full-time position.

#### Purpose of Position

Management of D.C. LEARNs Adult Education Professional Development Center

#### Essential Functions

- Provide leadership, management, and strategic development for the Center.
- Work in close collaboration with project partners, funders, and the advisory board to design both the first year startup work plan and a long-range strategic plan for the Center.
- Coordinate development, implementation, and ongoing evaluation of the Center, and oversee accomplishment of all deliverables.
- Coordinate all activities and serve as primary point of contact for partners and consultants, including the EFF Center for Training and Technical Assistance at the Center for Literacy Studies, the Adult Literacy Resource Center at the Martin Luther King Jr. Memorial Library, training sites at local programs, and local consultants/trainers.
- Provide direction, support and supervision of center staff members. (Currently one half-time support staff.)
- Assist the Executive Director in developing and monitoring the annual center budget.
- Serve as primary liaison between the Center, the State Education Office (SEO), and the State Education Agency (SEA). Ensure that center activities complement SEA-sponsored professional development activities, and maintain familiarity with SEA program priorities. Prepare all requested reports on progress/achievements to the SEO.
- Post center-related information on the D.C. LEARNs Web site

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- Coordinate Center activities with other D.C. LEARNs projects and activities, including outreach initiatives, the *Knowledge Builder*, D.C. LEARNs quarterly journal; and policy work.
- Convene and facilitate meetings of the Center advisory group.
- Maintain strong collegial relationships with members of the adult literacy field in the District.
- Provide reports on progress of all activities to the Executive Director as requested.
- Participate in all regular D.C. LEARNs staff meetings and other office-wide activities.
- Local travel to training sites, state agencies, and programs, as needed.

#### Position Relationships

Position requires regular contact with D.C. LEARNs member programs, other city literacy programs, regular contact with D.C. LEARNs staff members, D.C. LEARNs funders, consultants, and city officials.

#### Position Requirements

- At least four years experience in adult basic education or a related field. Candidates with fewer years of experience in the field may be considered if their qualifications are otherwise exemplary.
- Strong coordination, planning, communication, facilitation, and negotiation skills. Substantial facilitation experience is highly desirable.
- Experience with shared decision-making and leadership of an educational system or program.
- Knowledge of ABE and ESOL practice, policy, research, and current issues. Experience working with Equipped for the Future standards is highly desirable.
- Demonstrated understanding and skill in professional and organizational development for adult literacy educators and programs.
- Demonstrated ability in educational leadership, program management, program design, budgeting, and staff supervision and evaluation.
- Strong pre-existing collegial relationships with state adult education agencies and members of the adult literacy field in Washington, D.C. is highly desirable.
- Strong oral and written communication skills.
- Demonstrated ability to balance multiple tasks and meet deadlines.
- Ability to work as a member of a team and independently.
- Attention to detail and follow-through.
- A commitment to D.C. LEARNs' mission and values, and an energetic, positive attitude.

Salary will be commensurate with experience. Information regarding salary history is welcome, but not required. D.C. LEARNs' benefits include health insurance, a 403(b) retirement plan, and generous leave and vacation policies. We are located in downtown Washington, D.C., near several Metro stations, and accessible by many bus routes.

D.C. LEARNs is an Equal Opportunity Employer. Qualified candidates will receive consideration without regard to race, sex, sexual orientation, age, religion, national origin, marital status, veteran status or disability. Persons of color and members of other underrepresented groups **are strongly encouraged to apply**, and voluntary information in this regard is welcome.

If interested, please forward your resume and cover letter to:

D.C. LEARNs  
 1612 K Street, NW, Suite 300  
 Washington, DC 20006  
 Fax: (202) 331-0143  
 E-mail: [info@dclearns.org](mailto:info@dclearns.org)

Application deadline: **December 29<sup>th</sup>, 2006**

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